

School Safety On-line Submission: How to Guide

Navigate to the Ohio Department of Education's SAFE account login page:

The screenshot shows the Ohio.gov Department of Education SAFE account login page. At the top left is the Ohio.gov logo and Department of Education. On the right, there are links for "What is Safe?", "ODE Home", and "Contact Us". The main content area is divided into two sections. On the left, under "What is SAFE?", there is a brief description of the system and two buttons: "Sign Up" and "Check Signup Status". On the right, under "Sign in with your SAFE Account", there is a checkbox for "Are you an ODE employee?", input fields for "User Name" and "Password", a "Forgot user name or password?" link, and a "Sign In" button.

Enter your username and password click Sign In



Once you have been assigned the ROLE of Coordinator – Safety Plan by your school's OEDS Administrator, you will see this screen:

The screenshot shows the Dublin SchoolSafety user profile page. At the top left is the Ohio.gov logo and Department of Education. On the right, there are links for "Contact Us", "SAFE Home", "ODE Home", and "Sign Out". The main content area is divided into two sections. On the left, under "Dublin SchoolSafety", there is a user profile card with contact information and several links: "Change Name", "Change Email", "Change Address", "Change Phone", "Change Password", "Request access to GED/Scholarship/CCIP", "Web system access information", and "Show my current roles/access". On the right, there is a table of "Web Systems" with columns for "Web Systems" and "Description". The table lists several systems, including "FSL", "ODE CORE", "School Safety Plans", and "STARS V2.0". A red arrow points to the "School Safety Plans" link.

Web Systems	Description
FSL	FSL - Forms and Surveys List
ODE CORE	Online Licensure System
School Safety Plans	To submit school safety and floor plans
STARS V2.0	STARS Professional Development and Technical Assistance System

Click on the "School Safety Plans" link, which will take you to this page:



School Safety Plan | Home

Search

Please enter one of following to search for your school/district.

District IRN or Name
 Plan Status

Org Id	Loc Id	District/School Name	Location Name	Address	Plan Status	Location Type
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Enter your IRN or school name in the **District IRN or Name** box. Leave the **Plan Status** box blank and click on **Search**. If you entered a specific IRN, a single entry will be displayed for that IRN's information. If you enter the name of a school district, all entries for that district will be displayed. In the following example, "Dublin" was entered in the search box and all Dublin schools were displayed:



School Safety Plan | Home

Search

Please enter one of following to search for your school/district.

District IRN or Name
 Plan Status

Show 10 entries

District/School Name	Location Name	Address	Plan Status	Location Type	
Indian Run Elementary School	Indian Run Elementary School	80 W Bridge St null Dublin OH 43017	Pending	Primary	Manage Plan
Olde Sawmill Elementary School	Olde Sawmill Elementary School	2488 Olde Sawmill Blvd null Dublin OH 43016	Pending	Primary	Manage Plan
John Bells Middle School	John Bells Middle School	150 W Bridge St null Dublin OH 43017	Pending	Primary	Manage Plan
Dublin Coffman High School	Dublin Coffman High School	6780 Coffman Rd null Dublin OH 43017	Pending	Primary	Manage Plan
Deer Run Elementary School	Deer Run Elementary School	8815 Manley Rd null Dublin OH 43017	Pending	Primary	Manage Plan

This page is displayed based on typing "Dublin" in the School Name box.

:Click on **Manage Plan** beside any of the school entries and this screen will appear:

Welcome **Dublin SchoolSafety** | [QA](#) [SAFE](#) | [Ohio.gov](#) | [Sign Out](#)

Ohio | Department of Education

School Safety Plan | Home

Idn	Name	Location Name	Address
017368	Indian Run Elementary School	Indian Run Elementary School	80 W Bridge St Dublin 39-43017

Include deleted plans [Refresh](#) [View Comments](#) [Add New Plan](#) [Back to Search](#)

Show entries Search:

Plan Type	Description	File Name	Date Added			
No data available in table						

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Note the entry that indicates that **No data available in table**. Click on Add New Plan and this page will be displayed:

Welcome **Dublin SchoolSafety** | [QA](#) [SAFE](#) | [Ohio.gov](#) | [Sign Out](#)

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School Safety Plan | Home

Idn	Name	Location Name	Address
017368	Indian Run Elementary School	Indian Run Elementary School	80 W Bridge St Dublin 39-43017

Upload new plan

Plan Type

Select Plan Document

Select plan file you want to upload. Allowed file types are pdf,gif,jpg,jpeg,png,tif,tiff.

Plan Description

The **Plan Type** box allows you to select which type of plan you want to upload. The **Select Plan Document** box allows you to choose a file from your local drive to upload.